

## UNDERGRADUATE ANNUAL FEES 2018/2019

BA Degree, Diploma & Certificate - On Campus, Online & Blended Delivery

TUITION FEES <sup>1</sup> :	FULL-TIME	PART-TIME
Programme Fees	£7,410	£4,450
Middlesex University Registration Fees <sup>2</sup>	£750	£750
Amenities Fees	£920	£460
<b>Total</b>	<b>£9,080</b>	<b>£5,660</b>

MAINTENANCE FEES:	FULL-TIME	PART-TIME
Lunches on campus (Non-resident students studying on campus only)	£600	£300
Residential Single Room in Laing shared bathroom (Full Board-Term time only)	£5,390	
Residential Shared Room in Laing shared bathroom (FB – Term time only)	£4,500	
Residential Single Room in Mitchell House (Ladies only) shared bathroom (FB – Term time only)	£4,200	
Residential Single Room in Laing ensuite bathroom (Full Board-Term time only)	£5,965	
Residential Shared Room in Laing ensuite bathroom (FB – Term time only)	£4,820	

### STUDENT BODY FEES:

Annual Fees <sup>3</sup>	£54
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### SPECIFIC PROGRAMME FEES:

Music Tuition <sup>4</sup>	£1,480
Counselling Training Weekends <sup>5</sup>	£470

<sup>1</sup> Tuition Fees apply to all undergraduate programmes:

- Theology
- Theology & Counselling
- Theology & Worship
- Theology, Music & Worship

All students (regardless of their chosen delivery option) are required to pay Programme Fees and Middlesex University Registration Fees. Amenities Fees & Student Body Fees will be charged based on the mode and location of delivery.

<sup>2</sup> Middlesex University Registration Fees are payable in the first and second year only.

<sup>3</sup> Student Body Fees are payable annually by all undergraduate students studying on campus or on blended mode, whether full-time or part-time.

<sup>4</sup> Music Tuition Fees applies to students enrolled on the Theology, Music & Worship programme or the Theology and Worship. Full-time students are required to pay these fees annually. Part-time students are required to pay these fees whilst studying the music part of the programme.

<sup>5</sup> Counselling Training Weekends apply only to students enrolled on the Theology & Counselling programme. Full-time students are required to pay these fees annually. Part-time students are required to pay these fees only if the module includes a residential weekend.

**Fees are reviewed annually and are likely to rise at least in line with inflation**

# UNDERGRADUATE TERMS & CONDITIONS

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## 1. TUITION FEES:

- Programme Fees

Programme Fees cover tuition for the whole academic year and are not refundable if a student withdraws part way through the year. Students who withdraw from their course of study during the year are liable for fees for the entire year.

- Middlesex University Registration Fees

In addition to Programme Fees that students pay to LST, fees are also paid to the School to cover the costs of registration and other academic administration with Middlesex University who validate our programmes. The current fees are £750, and they are applicable to both full-time and part-time students. They are payable in Year 1 and Year 2 only. Middlesex University Registration Fees are non-refundable.

- Amenities Fees

Amenities Fee cover the use of School facilities (both on campus and online), use of the library (both on campus and online), and IT and admin support. All students are required to pay amenities fees.

## 2. MAINTENANCE FEES:

- Residential Fees

Residential Fees cover all term-time meals and accommodation. They do not cover meals or accommodation during the Christmas, Easter or Summer vacations. There is no refund available if meals are not taken. Residential Fees cover accommodation from dinner the evening before term starts, until breakfast on the day after term ends. Residency during vacations is subject to room availability and separate rates apply. Further information can be obtained from the Facilities and Catering Managers.

Students who wish to move out of School accommodation are responsible for Residence Fees for the remainder of the year or until the School has found a substitute.

- Lunches on campus (Only for non-resident students studying on campus)

We value community at LST and we assume that students studying on campus will wish to have lunches provided at LST on the days they have lectures. Students wishing to opt out of school lunches should do so on their Undergraduate Acceptance Form, which should be returned when they accept their place in the School. Continuing students must contact the Engagement Team on [engagement@lst.ac.uk](mailto:engagement@lst.ac.uk) at least two weeks before the start of the year if they wish to opt out of lunches on campus.

Students wishing to change their lunch option during the year can only do so on a termly basis and should do this by emailing the Admissions Co-ordinator on [admissions@lst.ac.uk](mailto:admissions@lst.ac.uk). The deadline for making such changes is two weeks before the end of the preceding term.

## 3. STUDENT BODY FEES:

The Student Body Fee is payable by all undergraduate students, whether full-time or part-time. The fee is collected by the School and paid to the student body, which is run independently of the School by an elected Student Committee. The Student Committee sets the rate for these fees.

#### 4. SPECIFIC PROGRAMME FEES:

- Music Tuition Fees (Theology, Music & Worship & Theology & Worship)

Music Tuition Fees cover the instrumental tuition provided as part of the programme.

- Counselling Training Weekends (Theology & Counselling)

All full-time Theology & Counselling students attend two intensive training weekends during each academic year. The cost of training weekends covers training, accommodation and meals.

Part-time students are required to pay for the Training Weekends if attendance is required by a module.

#### 5. PAYMENT TERMS AND DISCOUNTS:

- Payment Terms

Fees are invoiced and payable annually in advance.

Payment may be made by instalments, following submission of the Payment Plan Form. The Middlesex Registration Fee cannot be paid by Instalments and is payable in full by 31<sup>st</sup> October. If a payment plan is agreed and not adhered to, interest will be added to overdue accounts.

Non-payment of fees may result in withdrawal of access to School facilities.

Students who have difficulties in paying fees, or require financial assistance or information, please speak to the School's Credit Controller on 01923 456126 or email [creditcontrol@lst.ac.uk](mailto:creditcontrol@lst.ac.uk) at the earliest opportunity.

Final year students who have not settled all fees in full by 31<sup>st</sup> May will not be permitted to graduate.

- Discounts for Annual Settlement

Any student who wishes to pay the fees for whole year by 31<sup>st</sup> October is eligible for a discount of 1%. Students wishing to take up this option should email [accounts@lst.ac.uk](mailto:accounts@lst.ac.uk) and request the Annual Settlement Discount by 1<sup>st</sup> October at the latest.

- Tuition Discounts for Married Couples

A discount of 25% applies to the Tuition Fees of one partner of a married couple when both are studying for a full-time or part-time taught course at LST (the discount applies to Undergraduate and Master/Postgraduate Diploma programme only). Further information can be obtained from the Accounts Department upon request.

#### 6. DEPOSITS:

- Fee Deposits

All students are required to pay a Fee Deposit to secure their place at the School. For UK and EU students the deposit is £500 and for international students £5,000. This deposit (less Room Facilities Deposit where applicable) will be applied to the first fee invoice. The deposit is non-refundable after 1<sup>st</sup> September.

- Room Facilities Deposit

For those who wish to be resident on campus, an amount of £150 will be taken from the Fee Deposit and be used as a Room Facilities Deposit. This deposit is refundable, provided that the room key is returned at the end of every term and the room does not require additional cleaning.

If a student withdraws from the accommodation after the 1<sup>st</sup> September 2018, the Room Facilities Deposit will not be refunded.

## 7. FINANCIAL HARDSHIP

If students are not able to meet the agreed payments, they must inform the School's Credit Controller at the earliest opportunity by email to [creditcontrol@lst.ac.uk](mailto:creditcontrol@lst.ac.uk) or phone 01923 456126 and provide an alternative payment plan for approval by the Credit Controller.

- Payments must be made according to the mutually agreed payment plan and new circumstances must be communicated as soon as they arise.
- The School has limited bursary funds to assist existing students with financial difficulties. Bursary applications can be made throughout the year for consideration by the Bursary Committee, which meets once per term.

## 8. STUDENT LOANS

- All of the School's Undergraduate Certificate, Diploma and Degree programmes, whether full time or part time, and whether on campus, online or blended delivery are all "designated" by Student Finance, and as such eligible students may apply for the student support applicable to Alternative Providers of Higher Education.
- The School receives the Tuition Fee Loan on behalf of the student. If for any reason, the loan is recovered by the Student Loan Company, the student is responsible for paying the School any shortfall in fees, even if no longer studying at the School.
- For students to be eligible for funding from Student Finance England they must be studying on an eligible course at a provider registered with the Office for Students (OfS). The OfS is the new independent regulator for higher education in England and all higher education providers need to register with the OfS for their students to be eligible for student support in the 2019-2020 academic year. The OfS will start publishing providers on its Register from July 2018. LST will be making an application to register and expect a decision by October 2018. No provider will be able to confirm whether student support is available until it has a decision from the OfS.  
Visit [www.officeforstudents.org.uk](http://www.officeforstudents.org.uk) for more information.